



Republic of the Philippines  
Province of Kalinga  
CITY OF TABUK  
MAYOR'S OFFICE

EXECUTIVE ORDER NO. 21

**SETTING THE GUIDELINES FOR THE WORK FROM HOME ARRANGEMENT AND SUPPORT MECHANISMS FOR CITY GOVERNMENT WORKERS FOR THE DURATION OF THE ENHANCED COMMUNITY QUARANTINE OVER THE ENTIRE LUZON**

WHEREAS, Proclamation No. 922 was issued by the president declaring a State of Public Health Emergency throughout the country due to Covid-19;

WHEREAS, on March 16, 2020, the office of the Executive Secretary issued an unnumbered Memorandum regarding the Community Quarantine over the entire Luzon. As per the said Memorandum, a work from home arrangement shall be implemented in the Executive Branch except the PNP, AFP, PCG and health and emergency frontline services, border control and other critical services, which shall ensure skeletal workforce;

WHEREAS, on March 17, 2020, the Civil Service Commission issued Announcement No. 13, Series of 2020 mandating government agencies, including Local Government Units, for the adoption of work from home scheme as part of the implementation of the strict home quarantine policy;

NOW THEREFORE, I, DARWIN C. ESTRANERO, by virtue of the power vested in me by law hereby adopt the WORK FROM HOME ARRANGEMENT and set the guidelines for its implementation.

**1. SCOPE AND COVERAGE**

These guidelines shall apply to all regular, casual, job order and contract of service employees of the City Government.

**2. GUIDELINES**

1. The chief of office/division chief, in consultation with the office staff, shall come up with an arrangement on how to implement the work from home arrangement. Further, they are directed to regularly coordinate with their staff, through phone and other available Information Technology, relative to the operations of the office;
2. Skeletal workforce shall be ensured in offices providing essential services such as CHO, RHUs, POSO, CDRRM, CSWD, MOTORPOOL; and those offices providing other critical services like HRMO, Accounting Office, Budget Office and Treasury Office;
3. Should a certain task be needed at any given time during the period, Item 1 shall be imposed for offices providing frontline services and all other offices not mentioned in Item 2 above should be manned by one (1) person to receive queries and attend to clients, if necessary;
4. Streetsweepers and garbage collectors shall ensure the cleanliness and sanitization of their assigned work areas through a workable arrangement;

5. All department heads and division chiefs should keep their lines open for any eventuality and emergency concerns during the duration of this Enhanced Community Quarantine;
6. The use of the biometrics-time system is hereby suspended. However, department heads and division chiefs should submit Accomplishment Report for the period and be responsible in monitoring the operations of their respective offices;
7. All employees are advised to strictly stay at home and cancel all travels and/or transactions outside the home that are not urgent and/or unnecessary and employ all necessary measures to prevent the spread of the COVID-19 infection;
8. The HRMO is tasked to regularly monitor the implementation of these guidelines.

### **3. SUPPORT MECHANISMS**

Employees providing essential services such as health workers, first responders, frontline service providers and the like shall be provided support mechanisms such as health interventions, stress debriefing and appropriate technologies to minimize face to face contact.

### **4. EFFECTIVITY**

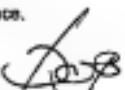
These guidelines shall take effect immediately and shall be applicable for the period March 17- April 13, 2020 or until such time the Enhanced Community Quarantine over Luzon has been lifted.

### **5. SEPARABILITY CLAUSE**

All similar guidelines and issuances issued are hereby superseded.

SO ORDERED.

This 17<sup>th</sup> day of March, 2020 at Tibuk City, Kalinga Province.



DARWIN C. ESTRAMERO  
City Mayor

For Distribution:  
All offices  
All Divisions